

# Instructions for LSPs

## Submitting Address and Other Contact Data Changes

**Requirement: Each LSP must notify the LSP Board whenever his or her address or other contact data (telephone number and e-mail address) change.**

For each LSP, the contact data maintained by the Board falls in two categories:

- The contact data listed on the LSP Board's website (<http://mass.gov/lsp>) [typically name, a business address, phone number, and e-mail address]
- The contact data to be used by the Board when contacting the LSP, e.g., when mailing information about Annual Fees, License Renewal, and Disciplinary Complaints [could be a home address]

Whenever an LSP's contact information changes, in either of these categories, the LSP must provide the changed information to the LSP Board.

The best way for an LSP to notify the LSP Board of a change in his or her contact information is to utilize the **LSP Address Form** that is found in this section of the Board's website.

### **Instructions for Address Form**

1. We would prefer that you return this form to us as an e-mail attachment. To do this, please download and save the form (a Word document), fill it out electronically, save your changes, and return it to the Board as an e-mail attachment using the following e-mail address: <[LSP.Board@state.ma.us](mailto:LSP.Board@state.ma.us)>. No signature is needed if the LSP returns the form by e-mail. However, as a security check, **the LSP's last name must appear in the Sender's e-mail address**. If an LSP cannot return the form in this manner, he or she will have to print out the form, sign and date it, and return it by fax (617-292-5872) or regular mail (LSP Board, One Winter Street, Boston, MA 02108).
2. On the form, first indicate your LSP Number and Name, just as you would like it to appear publicly on the Board's website.
3. In part I, provide the address, phone number, and e-mail address that you would like to have posted for you on the Board's website.
4. In part II, you must instruct the Board where to mail your official Board correspondence and fee invoices. If you check Option A, we will send your LSP Board mail to the address you have listed in part I (the address you want listed on the Board's website). If you do not check Option A, you must provide us with the information requested in Option B. The Board will mail your official correspondence to the address you have listed there. If the Board's staff needs to contact you directly, they will do so using the phone number or e-mail address you have listed there.

5. You cannot list a P.O. box for both part I and part II. The Board must have at least one street address for you.
6. Please return the completed form to the LSP Board as soon as changes occur in your contact information.

### **Notify Us of Data Changes!**

Keeping all this contact information accurate and up to date will be impossible for the Board unless LSPs notify the LSP Board **each time** any of this contact data changes. We will continue to collect this information from LSPs every three years as part of the license renewal process. But you have the responsibility to notify the Board whenever any contact data changes for you.

If you have any questions about changing your contact information, you may contact the LSP Board at 617-556-1091 or at <[lsp.board@state.ma.us](mailto:lsp.board@state.ma.us)>.